

Reports for Week Ending 1 February 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Verification and indexing of inter-office reporting requirements is continuing. Ninety-two have been indexed and assigned reports control symbols. This is estimated to be about fifty percent of the total number of inter-office requirements.

Reports inventories from the Offices of Security and the Comptroller are still outstanding. Programs in other areas appear to be progressing satisfactorily considering the amount of time that Area Records Officers can devote to reports management. The estimate of reporting workloads in the Office of Training revealed that five percent of its manpower is spent in preparing reports. The ARO for OTR has called this to the attention of the Director of Training to indicate the need for reports management. The Office of Logistics is directing its attention to improving workload and statistical reports. I have been asked to assist.

Overall program administration activity is continuing. Thirty copies of the revised manual for operating an area reports management program have been assembled. The proposed DD/S Reports Management Program notice was redrafted based on comments of area Reports Management Officers. It will be reviewed this week with those who recommended changes. Project is now 33% complete.

Project 6-13 - Dispatch Format and Procedure

The EXO/DD/P concurred in the proposed test of the revised dispatch forms. The test was previously concurred in by the EXO/Comme. The forms will be tested by FE and EE and the Offices of Communications, Logistics, and the Comptroller. The test is expected to take six months. Project is 30% complete.

Project 6-22 - DD/I Reports Survey

No change in project status pending verification and indexing of the DD/S reports inventory. Project is 15% complete.

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